



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 09-04-087	OPENING DATE: 10-29-04	CLOSING DATE: 11-19-04	OPEN TO ALL APPLICANTS
POSITION: Lead Mail Clerk JS-305-07	TYPE OF APPOINTMENT: Career Service	SALARY: \$34,184 - \$44,439 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Administrative Services	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for supervising the daily pick-up, opening, sorting and routing of all DC Courts mail, and the pick-up and delivery of sensitive mail to various other government and non-government agencies in the DC area, such as US Congress, US Supreme Court and the Administrative Office of the US Courts. Ensures that route trip records are accurately maintained and submitted to Mail Room Supervisor. Responsible for managing the postage budget for the Mail Services Unit.

MINIMUM QUALIFICATIONS: A high school diploma or General Equivalence Diploma (G.E.D.) and at least three (3) years of clerical experience. This position additionally requires the possession and maintenance of a valid motor vehicle operator's permit. Please submit copies of your high school diploma or G.E.D. certificate, your Motor Vehicle Operator's Permit, and your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Ability to track bulk and metered mail and parcels, using a personal computer and software such as Microsoft Word and Excel.
2. Ability to balance and track postage accounts.

SELECTION PROCESS: All candidates who meet the minimum qualifications will be tested on Records Management Skills (alphabetic and numeric filing.) A structured oral interview may be required of the highest qualified candidates. Also, driving records will be checked and must be clear of violations, in order for a government driver's license to be obtained.

Submit Court Application to:

DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.

For further information call (202) 879-0496 or visit our job site at www.dccjobs.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.